

Responsibilities

1. Chairman of the Membership committee, oversee all membership campaign activities, keep an accurate record of PTA members and money collected.
2. Check with your treasurer and **make sure dues are being sent into state office monthly** with a Dues Remittance Form. Be sure that your membership number matches the number of dues your treasurer is mailing into the state office.

National dues = \$1.75 pp; State Dues = \$2.00 pp; Business Dues = \$5.00

3. Every member should receive a card. Cards are issued only to individual members, never to Mr. and Mrs. Person. For business memberships, the card will be issued in the business name. All cards issued for the 2010-2011 year should have a membership expiration date of 6/30/11, no matter when membership was purchased. Additional cards may be ordered on the Dues Remittance Form. Return any damaged, misprinted or unused cards to the State PTA office. Cards are mailed to the Unit President with the Tool Kit in July – the number mailed equals the unit's previous year's membership total.
4. Maintain an official Membership Roster – Your President, Treasurer & Secretary should always have a current copy. It's a good idea to be able to track faculty and student members (if PTSA) on your roster.
5. Report at meetings. Ask your president for a "Membership Minute" and keep your membership informed of your membership numbers, membership goal, incentives and benefits.
6. Watch for award deadlines. Fill out award applications or give the information needed to your Awards chairman. Make sure your PTA unit gets the recognition it deserves!
7. Keep the Membership Procedure book updated. Include what worked, what didn't and recommendations for next year.
8. Have all materials ready to pass on to successor – Complete membership list, procedure book and files, training information received, copies of any articles in newsletters, emails, sign-up forms, invitation letters and any other communications.